

**Bureau for Private Postsecondary and Vocational Education**

400 R Street Suite 5000, Sacramento, CA 95814-6200  
P.O. Box 980818, West Sacramento, CA 95798-0818  
(916) 445-3427  
www.bppve.ca.gov



## 2003 Annual Report

### Instructions for Institutions With Approval to Operate

**\*2003 Annual Reports are due on November 15, 2004.**

Each institution approved to operate under the Private Postsecondary and Vocational Education Reform Act must submit an Annual Report to the Bureau for Private Postsecondary and Vocational Education (Bureau), each year, on a date designated by the Bureau. The Annual Report includes information for educational programs offered in the prior fiscal year and financial information demonstrating compliance with California Education Code sections 94804 and 94855. Delinquent institutions may be subject to disciplinary action by the Bureau.

**THE 2003 ANNUAL REPORT PACKET BY THE BUREAU INCLUDES:**

1. Cover Letter to School Administrator
2. Approved Programs List (aid in completing Forms #2003-2a, #2003-2b, & #2003-3)
3. 2003 Annual Report on CD consisting of:
  - a. Financial Information (Form #2003-1)
  - b. Educational Programs Reporting, Degree (Form #2003-2a)
  - c. Educational Programs Reporting, Non-Degree (Form #2003-2b)
  - d. Program Completion Rates and Placement Data Reporting, Article 7 – Maxine Waters Student Protection Act (Form #2003-3)
  - e. Attestation/Signatory (Form #2003-4)
  - f. Information Practices Act Notice (Notice of Collection of Personal Information)
4. Additional Resources on CD consisting of:
  - a. Directory of Approved Degree Institutions
  - b. Directory of Approved Non-Degree/Vocational Institutions
  - c. Directory of Registered Institutions
  - d. Directory of Religious Exempt Institutions
  - e. Directory of Title 38 (Veterans) Approved Institutions
  - f. The Private Postsecondary and Vocational Education Reform Act (January 1, 2004)
  - g. Regulations Relating to Degree and Non-Degree Institutions

**THE 2003 ANNUAL REPORT PACKET RETURNED BY INSTITUTIONS SHOULD INCLUDE:**

1. Financial Information – (Form #2003-1), and copies of financial statements used to prepare Form #2003-1.
2. Educational Programs Reporting. **Use one form for each program on the Approved Programs List.**  
Degree - Form #2003-2a (if applicable)

## Non-Degree/Vocational - Form #2003-2b (if applicable)

[Note: If your institution offers programs that are not listed on the Approved Programs List, please contact the Bureau.]

3. Program Completion Rates and Placement Data Reporting, Article 7—Maxine Waters Student Protection Act, Form #2003-3, if applicable. **Use one form for each program on the Approved Programs List, if applicable.**
4. Attestation/Signatory Form - Form #2003-4
5. Schedule of tuition and fees for each program
6. List of educational services for Non-Degree/Vocational programs (if applicable)

## I. SUGGESTED GUIDELINES FOR COMPLETING ANNUAL REPORT

To assist the Bureau in scanning annual report information into our database and expediting the review process of your institution's annual report, the following guidelines are suggested:

- \* Please print copies of the forms provided on the Annual Report CD or download forms using Adobe Acrobat from the Bureau's Web site located at [www.bppve.ca.gov](http://www.bppve.ca.gov).
- \* Please contact the Bureau at (916) 445-3427 to request hard copies of the Annual Report forms **if you do not have access to a computer.**
- \* Please type or print responses on a laser printer. If you do not have access to a laser printer and/or computer, the Bureau will accept completed annual reports in any written legible form.  
Note: Responses may be entered on the Acrobat forms and saved if you own the full version of Adobe Acrobat. Acrobat Reader does not allow you to save your data or changes.
- \* The 2003 Annual Report should only be completed by the institution's main site or primary teaching location of the institution. The institution's main site will report data for the main site, branch, and satellite locations and enter this information on **one consolidated report**. An institution includes its branch and satellite campuses as described under section 94730 of the Education Code.
- \* Enter the institution's school code for its main site on each form as it appears on the enclosed Approved Programs List and attached mailing label. Most school codes have seven (7) digits, but some school codes may have eight (8) digits.
- \* For institutions with seven (7) digits, enter the school code in the blank boxes starting from the first box; leave the last box blank. Example: 

1	2	3	4	5	6	7	
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- \* Complete one form for each degree level or diploma program offered by your institution using Forms #2003-2a or #2003-2b as appropriate.
- \* Complete one form for each course or program subject to Article 7, Maxine Waters Act.
- \* Enter the "Program ID #" (refer to the BPPVE Approved Program List) on Forms #2003-2a; #2003-2b; and/or #2003-3, as appropriate.
- \* Information and/or data used in the Annual Report must be reported based on your institution's fiscal year ending in 2003, unless otherwise stated.
- \* Skip Block Numbers if there are no answers.
- \* Please do not use slashes ("/").
- \* Please do not use staples, hole punches, binders, or plastic protectors.

- \* Please round financial information to the nearest whole dollar amount. Round down for totals ending with less than \$0.50; round up for totals ending with \$0.50 or more (e.g., for \$24,623.44 use \$24,623; for \$25,666.60 use \$25,667). Round percentages to the nearest whole number (e.g., for 87.4% use 87% as the tenth of a percentage point is under .5%; for 94.6% use 95% as the tenth of a percentage point is .5% or over).
- \* Please return completed forms in a 9"x12" envelope.
- \* **Please do not fold forms!** (Folded forms are difficult to scan).
- \* Please use binder clips or rubber bands to package the completed Annual Report packet.
- \* Please use separate envelopes for bulky material and identify each envelope clearly (e.g., "Envelope 1 of 2," "Envelope 2 of 2," etc.). If multiple envelopes are used, please enclose all Annual Report forms in Envelope 1.
- \* Return the completed Annual Report to the Bureau by U.S. mail to:

**Bureau for Private Postsecondary and Vocational Education  
Attn: 2003 Annual Report  
P.O. Box 980818  
West Sacramento, CA 95798-0818**

Optional:

\*Deliver or send overnight mail to:

**Bureau for Private Postsecondary and Vocational Education  
Attn: 2003 Annual Report  
400 R Street, Suite 5000  
Sacramento, CA 95814-6200**

## II. INSTRUCTIONS FOR COMPLETING FORMS

### A. SPECIAL INSTRUCTIONS FOR FINANCIAL INFORMATION, FORM #2003-1

- Block 1:** Enter your main site's school code.
- Block 2:** Enter your main site's school name.
- Block 3:** Enter the month your institution's fiscal year ended in the year 2003.
- Block 4:** Enter the type of financial report that is being filed with the Bureau. Financial reports prepared on an annual basis include a balance sheet, statement of operations, statement of cash flow and a statement of retained earnings or capital. Please note that your work papers for the financial statements must be retained by your institution for five years from the date of this report and must be made available to the Bureau upon request after completion of the report.

If an institution already filed a Biennial Audit Report with the Bureau under Education Code section 94862 during the year 2003, check the box titled "Biennial Audit Report," skip Block Numbers 9-31, and complete Block Numbers 5-5a. You do not need to file another financial report.

If the institution is a corporation that is publicly traded on a national stock exchange, skip Block Numbers 6-31 and submit a copy of the corporation's annual report to the Bureau (Education Code section 94806(e).) Check the box, "Publicly Traded Corporation Annual report," and complete Block Numbers 5-5a.

### **INSTITUTIONS COLLECTING \$750,000 OR MORE**

If your institution collected seven hundred and fifty thousand dollars (\$750,000) or more in total student charges in its preceding fiscal year, it must file financial reports prepared in accordance with generally accepted accounting principles established by the American Institute of Certified Public Accountants, and audited or reviewed by an independent certified public accountant who is not an employee, officer, or corporate director or member of the governing board of the institution. Complete Block Numbers 6-31, below, and submit copies of the audit report or review that supports this data.

### **INSTITUTIONS COLLECTING LESS THAN \$750,000**

If your institution collected less than seven hundred and fifty thousand dollars (\$750,000) in total student charges in its preceding fiscal year, it must file financial reports prepared in accordance with generally accepted accounting principles established by the American Institute of Certified Public Accountants. Complete Block Numbers 6-31, below, and check the box titled "Compilation." An individual with sufficient training to adhere to the required accounting principles may prepare this type of institution's financial report.

**Blocks 5-5a:** Check the box of the reporting entity. For purposes of complying with the financial reporting requirements, the Bureau may consider the financial resources of a parent corporation if the parent corporation has complied with the requirements of Education Code sections 94804(c)(1), (2).

**Blocks 6-8:** Income: Annual Gross Revenue means all revenue during a fiscal year, such as tuition, fees, and other charges derived by an institution from any source for any education, instruction, training, or any services incident thereto. (Title 5, California Code of Regulations (CCR) section 74002.) Annual Gross Revenue does not include unearned tuition and refunds. Income not fitting the definition for Annual Gross Revenue as described above should be entered in Block Number 7 as "Other Income." Add Block Numbers 6 and 7 and enter the total amount of income in Block Number 8.

**Blocks 9-31:** Operating Expenses; Assets; Liabilities; Equity: Enter your institution's operating expenses, assets, liabilities, and equity as specified on the form and from the financial report submitted by your institution.

## **B. GENERAL INSTRUCTIONS FOR EDUCATIONAL PROGRAM FORMS**

**Degree, Form #2003-2a and/or Non-Degree, Form #2003-2b:** Complete one form for EACH degree level (Form #2003-2a) and EACH diploma program (Form #2003-2b) offered by your institution in its fiscal year ending in 2003. A degree is any type of degree or honorary degree or title of any designation signifying satisfactory completion of an academic, educational, technological, or

professional program of study beyond the secondary school level or is an honorary title conferred for recognition of some meritorious achievement. (Education Code section 94726.)

## **Program Completion Rates and Placement Data (Article 7 - Maxine Waters**

**Student Protection Act), Form #2003-3:** If the degree level(s) and/or diploma program(s) of the institution is/are subject to Article 7, complete this form.

### **C. SPECIAL INSTRUCTIONS FOR INSTITUTIONS OFFERING DEGREE-GRANTING PROGRAMS, Form #2003-2a**

- Block 1:** Enter your main site's school code.
- Block 1a:** Enter the Program ID# (refer to the BPPVE Approved Programs List).
- Block 2:** Enter each degree level offered by your institution in its fiscal year ending in 2003. You must complete one form for each degree level offered. A degree means any type of degree or honorary degree or title of any designation signifying satisfactory completion of an academic, educational, technological, or professional program of study beyond the secondary school level or is an honorary title conferred for recognition of some meritorious achievement. (Education Code section 94726.)
- Block 3:** Enter the total number of students enrolled in this degree level for your institution's fiscal year ending in 2003.
- Block 4:** Enter the number of degrees awarded for this degree level during your institution's fiscal year ending in 2003.
- Block 5:** **Enclose with your completed 2003 Annual Report** a copy of your institution's schedule of tuition and fees required for each term, program, course of instruction, or degree offered by your institution in its fiscal year ending in 2003. (Education Code section 94808(a)(5).) (Copies of pages from your institution's year 2003 catalog, brochures or enrollment agreements may comply with this requirement). Education Code section 94825 requires institutions to publish a current schedule of all student charges and to provide a copy to all current and prospective students prior to enrollment.
- Note: Colleges and universities that are classified as non-profit institutions owned by a bona fide church or religious organization, as described under Education Code section 94739(b)(6), only need to report information on Block Numbers 1-5 of Form #2003-2a for each degree level offered.
- Block 6:**
- A. Check the "yes" box if this educational service is subject to Article 7 (Maxine Waters Student Protection Act), and complete Form #2003-3.
  - B. Institutional programs subject to Article 7 (beginning with Education Code section 94850 and following) have particular data reporting requirements as specified on Reporting Form #2003-3. Refer to Education Code sections 94785, 94786, 94787 and 94790 for a list of exemptions and to determine whether Article 7 applies to the educational services offered by your institution.

**Block 7:** Check the “yes” box and complete the rest of this form if this degree is designed to prepare students for a particular vocational, trade, or career field (e.g., law degree).

If this degree level does not prepare students for a particular vocational, trade, or career field, check the “no” box and leave the remaining Block Numbers on this form blank.

**Remember to complete one Form #2003-2a for each degree offered by your institution.**

**Block 8:** Enter the number of students who began this program and successfully completed the entire program in 2003.

**Block 9:** Enter the percentage of students who began this program and successfully completed this program in 2003. The rate is calculated by determining: (1) the percentage of students enrolled in the program who were originally scheduled, at the time of enrollment, to complete the program in 2003; and (2) the number of students who successfully completed the program.

**Block 10:** Enter the passage rates of graduates of the program in 2003 on any licensure or certificate examination required by the state for employment in the particular vocational, trade, or career field and on any licensing preparation examination as required under subdivision (a) of Education Code section 94734 for which data is available. Education Code section 94734(a) defines licensing preparation examination as an educational program designed to assist students to prepare for an examination for licensure. Check the “not applicable” box if this Block Number does not apply.

**Block 11:** Enter the number of students who began the program and secured employment in the field for which they were trained in 2003. In calculating this rate, consider as not having obtained employment, any graduate for whom the institution does not possess evidence, documented in his or her file, showing that he or she has obtained employment in the occupation for which the program is offered.

**Block 12:** Enter the percentage of students who began the program and secured employment in the field for which they were trained in 2003. In calculating this rate, consider as not having obtained employment, any graduate for whom your institution does not possess evidence, documented in his or her file, showing that he or she has obtained employment in the occupation for which the program is offered.

**Block 13:** If your institution makes a claim to prospective students regarding the starting salaries of its graduates or the starting salaries or local availability of jobs in this field, enter the average annual starting wages or salary of the graduates for this program. If your institution makes no such claims, skip Block Number 13.

#### **D. SPECIAL INSTRUCTIONS FOR INSTITUTIONS OFFERING NON-DEGREE/VOCATIONAL PROGRAMS, FORM #2003-2b**

**Block 1:** Enter your main site’s school code.

**Block 1a:** Enter the Program ID# (refer to the BPPVE Approved Program List).

**Block 2:** Enter each diploma program offered by your institution in its fiscal year ending in 2003. You must complete one entire form for each diploma program offered. A diploma means any certificate or document in any language, other than a degree, which signifies satisfactory completion of the requirements of an academic, educational, technological or professional program beyond the secondary school level. (Education Code section 94728.) Program means a program of training, set of related courses, or education for which a student enrolls. (Education Code section 94740.)

**Block 3:** Enter the total number of students enrolled in this diploma program for your institution's fiscal year ending in 2003.

**Block 4:** Enter the number of diplomas awarded for this diploma program during your institution's fiscal year ending in 2003.

**Block 5a:** **Enclose with your completed 2003 Annual Report a copy of your institution's schedule of tuition and fees required for each term, program, or course of instruction offered by your institution in its fiscal year ending in 2003.** (Education Code section 94808(a)(5).) (Copies of pages from your institution's year 2003 catalog, brochures or enrollment agreements may comply with this requirement.) Education Code section 94825 requires institutions to publish a current schedule of all student charges and to provide a copy to all current and prospective students prior to enrollment.

**Block 5b:** All non-degree/vocational institutions are required to include a list of all educational services and courses of instruction offered in 2003 in its Annual Report to the Bureau (Title 5, CCR sections 73850 (a)(2)). Your institution's year 2003 catalog or brochures may comply with this requirement.

**Note:** Colleges and universities that are classified as non-profit institutions owned by a bona fide church or religious organization, as described under Education Code sections 94739(b)(6), only need to report information on Block Numbers 1-5 of Form # 2003-2b for each diploma program offered.

- Block 6:**
- A. Check the "yes" box if this educational service is subject to Article 7 (Maxine Waters Student Protection Act), and complete Form #2003-3.
  - B. Institutional programs subject to Article 7, Maxine Waters Student Protection Act, (beginning with Education Code sections 94850 and following) have particular data reporting requirements as specified on Reporting Form #2003-3. Refer to Education Code sections 94785, 94786, 94787 and 94790 for a list of exemptions and to determine whether Article 7 applies to the educational services offered by your institution.

**Block 7:** Check the "yes" box and complete the rest of this form if this diploma program is designed to prepare students for a particular vocational, trade, or career field.

If this diploma program does not prepare students for a particular vocational, trade, or career field, check the "no" box and leave the remaining Block Numbers on this form blank. **Remember to complete one Form #2003-2b for each diploma program offered by your institution.**

- Block 8:** Enter the number of students who began this program and successfully completed the entire program in 2003.
- Block 9:** Enter the percentage of students who began this program and successfully completed this program in 2003. The rate is calculated by determining: (1) the percentage of students enrolled in the program who were originally scheduled, at the time of enrollment, to complete the program in 2003; and (2) the number of students who successfully completed the program.
- Block 10:** Enter the passage rates of graduates of the program in 2003 on any licensure or certificate examination required by the state for employment in the particular vocational, trade, or career field and on any licensing preparation examination as required under subdivision (a) of Education Code section 94734 for which data is available. Education Code section 94734(a) defines licensing preparation examination as an educational program designed to assist students to prepare for an examination for licensure. If this Block Number does not apply, check the box indicating "not applicable."
- Block 11:** Enter the number of students who began the program and secured employment in the field for which they were trained in 2003. In calculating this rate, your institution must consider as not having obtained employment, any graduate for whom your institution does not possess evidence, documented in his or her file, showing that he or she has obtained employment in the occupation for which the program is offered.
- Block 12:** Enter the percentage of students who began the program and secured employment in the field for which they were trained in 2003. In calculating this rate, your institution must consider as not having obtained employment, any graduate for whom your institution does not possess evidence, documented in his or her file, showing that he or she has obtained employment in the occupation for which the program is offered.
- Block 13:** If your institution makes a claim to prospective students regarding the starting salaries of its graduates or the starting salaries or local availability of jobs in this field, enter the average annual starting wages or salary of the graduates for this program. If your institution makes no such claims, skip Block Number 13.

## **E. SPECIAL INSTRUCTIONS FOR PROGRAM COMPLETION RATES AND PLACEMENT DATA (ARTICLE 7 – MAXINE WATERS STUDENT PROTECTION ACT), FORM # 2003-3**

- Block 1:** Enter your main site's school code.
- Block 1a:** Enter the Program ID# (refer to the BPPVE Approved Program List).
- Block 2:** Enter the type of program or course subject to Article 7 (Maxine Waters Student Protection Act) and offered during the two most recent calendar years ending at least eight months before reporting to the Bureau: *January 1, 2002 – December 31, 2003*. (Education Code sections 94854(k), (l).) All data will be reported for this time period unless otherwise specified.



- Block 3:** Check the “yes” box if your institution offered this program/course for at least one calendar year before **January 1, 2004**. If not, check the “no” box and skip the remaining sections of this form. Remember to complete one Form # 2003-3 for each course or program offered during the time period of *January 1, 2002 – December 31, 2003*. (Education Code sections 94854(k), (l).)
- Block 4:** Enter the number of students who began this program, did not cancel per Education Code section 94867, were originally scheduled to complete the program during this time period, and completed the program. (Education Code sections 94854(a)(1).) Exclude from your computations any students who did not complete the program due to death, disability, illness, pregnancy, military service, or participation in the Peace Corps or Domestic Volunteer Service.
- Block 5:** Enter the percentage of students who began this program, did not cancel per Education Code section 94867, were originally scheduled to complete the program during this time period, and completed the program. (Education Code sections 94854(a)(1).) Exclude from your computations any students who did not complete the program due to death, disability, illness, pregnancy, military service, or participation in the Peace Corps or Domestic Volunteer Service.
- Block 6:** Check the applicable box. If no students were excluded based on these criteria, check “N/A.”
- Block 7:** If your institution offers non-degree or vocational programs, enter the total number of students enrolled in this course during this time period.
- Block 8:** If your institution offers non-degree or vocational programs, enter the total number of students who cancelled as described under Education Code section 94867 during this time period.
- Block 9:** If your institution offers non-degree or vocational programs, enter the total number of students who did not cancel and withdrew before completion of this course or educational service during this time period.
- Block 10:** Enter the total number of students who completed this program as scheduled during this time period and obtained employment starting within six months after completing the course in the occupations or job titles to which the course of instruction was represented to lead. You may exclude from your calculations a student who either:
- A. decides not to obtain employment and within six months of completing this program, enrolls in another program to continue his or her education in an area that is related to this program; or
  - B. is in possession at the completion of this program of a valid U.S. Immigration and Naturalization Service Form I-20. (Education Code section 94854(n).) For the purpose of calculating this employment placement rate, you may count a student as “employed after graduation” who drops out of this program after completing seventy-five percent (75%) of this program because the student has obtained employment which lasts for a period of at least sixty (60) days in the occupations or job titles to which this program of instruction is represented to lead (no more than ten percent

(10%) of your total students can be counted as placed after graduation using this method). (Education Code section 94854(o).)

- Block 11:** Enter the percentage of students who completed this program as scheduled during this time period and obtained employment starting within six months after completing the course in the occupations or job titles to which the course of instruction was represented to lead. You may exclude from your calculations a student who either:
- A. decides not to obtain employment and, within six months of completing this program, enrolls in another program to continue his or her education in an area that is related to this program; or
  - B. is in possession at the completion of this program of a valid U.S. Immigration and Naturalization Service Form I-20 (Education Code section 94854(n).) For the purpose of calculating this employment placement rate, you may count a student as “employed after graduation” who drops out of this program after completing seventy-five percent (75%) of this program because the student has obtained employment which lasts for a period of at least sixty (60) days in the occupations or job titles to which this program of instruction is represented to lead (no more than ten percent (10%) of your total students can be counted as placed after graduation using this method). (Education Code section 94854(o).)
- Block 12:** Check the appropriate box.
- Block 13:** If your institution used this category to exclude students from its employment placement reporting on Block Numbers 10-11, enter the number of students excluded based on this category. If this category was not used, leave this block blank.
- Block 14:** If your institution used this category to exclude students from its employment placement reporting on Block Numbers 10-11, enter the number of students excluded based on this category. If this category was not used, leave this block blank.
- Block 15:** If your institution used this category to count students in its employment placement reporting on Block Numbers 10-11, enter the number of students counted based on this category. If this category was not used, leave this block blank.
- Block 16:** If your institution makes any expressed or implied claim about the salary that may be earned after completing this program of instruction, such as a claim that the student may be able to repay a student loan from the salary received, disclose the percentage of students who were originally scheduled to complete the program in the year 2003 and who earn salaries at or above the claimed level. (Education Code section 94859(a)(2)(D).) If no such claims are made, leave this block blank.
- Block 17:** If Block Number 16 applies, disclose the ranges of monthly salaries earned by these students in two hundred dollar (\$200) increments. Please also specify the number of students in each salary range reported. Attach additional pages if necessary.
- Block 18:** If your institution represented in any manner that the program of instruction might lead to employment in an occupation or job title for which a state licensing examination is required, disclose the pass rate of graduates on any licensure or certification examination required by the state for the particular occupation or job title in the year

2003. (Education Code section 94859(a)(2)(E).) If no such claims were made, check the box indicating "Not Applicable."

**\*\*Remember to complete one Form #2003-3 for each course or program subject to Article 7 (Maxine Waters Student Protection Act) that your institution offered during the applicable time period.** If your institution offers no other courses or programs, continue to Form #2003-4.

## **F. SPECIAL INSTRUCTIONS FOR ATTESTATION/SIGNATORY, FORM #2003-4**

**Block 1:** Enter your main site's school code.

**Block 2a:** Enter your main site's school name.

**Block 2b:** Enter the name of the person preparing the report and title.

**Blocks 3-4:** Student Tuition Recovery Fund Certification: Check only the box that applies to your institution. Education Code section 94808 requires that all annual reports contain a statement indicating whether your institution is or is not current on its payments to the Student Tuition Recovery Fund (Education Code section 94945).

**Block 5:** Check the box if the following applies to your institution. If your institution is a non-degree granting or vocational institution or an institution that offers educational services subject to Article 7, your institution's Annual Report needs to be signed under penalty of perjury by an individual with personal knowledge of the facts set forth in the report (e.g., Officer, Director, or Owner).

For assistance with completing this year's Annual Report, contact the Bureau at the Annual Report Help Line at (916) 322-1958.